

WESTPORT CONNECTICUT

TOWN OF WESTPORT - PERSONNEL DEPARTMENT – Room 208

TOWN HALL, 110 MYRTLE AVENUE

WESTPORT, CT 06880

PHONE (203) 341-1090

FAX (203) 341-1093

Post Beginning: 10-5-12

Part-time Help Wanted

POSITION: Event Staff and Supervision

Type: Part time (4-10 hours per week) - varies

Pay: \$10-\$12.50 - per hour

Program Description: Toquet Hall is a supervised drug/alcohol free teen center where local youth can initiate and participate in social, recreational and education activities after school and on weekends. A long standing and vibrant part of the Westport teen arts scene, Toquet Hall offers a variety of programs ranging from live music and theater to movie nights, game tournaments and educational workshops. The growing interest in these programs has helped make Toquet Hall a popular destination for many Westport teens. The teen center is governed by a partnership of high school students and adults and operates within the guidelines of the Town of Westport's Department of Human Services.

Responsibilities include:

- Supervision of afternoon and evening youth activities on weekends and some weekdays (as needed). Primary event times are Friday and/or Saturday nights from 6pm-11pm.
- Simple record keeping and report preparation of events supervised
- Implementation of operating procedures
- Maintain and organize an office including monitoring phone calls and inquiries

Job Requirements: BA (preferably in Social Sciences or Education)

- Minimum of two years experience working with youth (employed or volunteer)
- Serve as a positive role model and confidant to youth, making appropriate referrals when necessary
- Excellent interpersonal, communication and organizational skills
- Demonstrated ability to develop positive relationships with youth and families
- Knowledge of youth development including trends and needs of adolescents
- Capacity to update and maintain financial records and to prepare concise and accurate reports
- Willingness to work flexible hours (evenings and weekends – see above responsibilities)

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E.O.E. M/F